

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Accounting Administrator
DEPARTMENT: Finance
REPORTS TO: Finance Director

SALARY GRADE: 16
FLSA STATUS: E
DATE: 10/2018

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for developing, implementing, and maintaining all accounting systems and procedures while supervising the department staff engaged in maintaining its books and financial records.

ESSENTIAL JOB FUNCTIONS:

Process accounts payable, accounts receivable, and/or payroll.

Files liability claims with insurance company

Maintains databases of information such as waste collection billings, tax assessments, City vehicles, certificates of insurance and payroll records. Process bills if applicable.

Create check requests for various liabilities including utilities and payroll deductions.

Perform special projects such as analyzing data and revenue trends

Answer incoming telephone calls from customers and assist them in obtaining requested information.

Post journal entries as needed.

File accident reports and insurance claims.

Maintain the City's petty cash account.

IMPORTANT JOB FUNCTIONS:

Prepare correspondence, memoranda, and reports as needed

Order office supplies

Receive Open and date stamp mail

Assist Accounting Technicians as need

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General office equipment

MINIMUM QUALIFICATIONS REQUIRED:

Accounting Administrator:

Education and Experience:

Associate's degree from an accredited college or university in Accounting, or a related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to

perform the essential functions of Associate's degree from an accredited college or university in Human Resources Management, or a related field; and, the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Computerized municipal accounting and auditing systems.

Principles, theories and practices of municipal accounting (including cost and fund accounting), auditing and financial management.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to analyze data and provide accurate forecasts.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; speak and hear; read and write; keyboard; push, pull and/or lift up to 10 pounds; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.